

APPLICATION INSTRUCTIONS

Table of Contents: Include a one-page table of contents.

Abstract: Provide a one-page abstract, single-or double-spaced. Include the following information:

- Description of Center or Program
- Mission
- Degree Programs
- Language(s) and Discipline(s) Coverage
- Faculty
- Enhancement Activities unique to the center or program
- Library
- Outreach

Budget: See required US/ED forms and instructions. In addition to the budget forms provided, applications must include detailed budgets (costs and descriptions) for each year of the grant. Cross-references to the narrative and appendices may be used when relevant.

Narrative: The information included in the Application Notice, statute and regulations should be included in the application narrative. The criteria evaluating for each program applications are found in the following sections of the Code of Federal Regulations (CFR):

Comprehensive Centers (84.015A)	34 CFR §656.21
Undergraduate Centers (84.015A)	34 CFR §656.22
Foreign Language and Area Studies Fellowships (84.015B)	34 CFR §657.21

In presenting the narrative, applicants are encouraged to follow the order of the criteria listed in the Technical Review Form included in the application package. All relevant material (text, charts, tables) should be included in the body of the narrative. Cross-references to the budget section and appendices may be used.

Applicants must limit the application narrative to no more than 35 (for single institutions) or 45 (for consortia) double-spaced, 8 1/2" x 11" pages with one-inch margins, including all tables, charts and graphs. Number each page with the number placed within the one-inch top or bottom margin. Do not include unnumbered pages. If using a proportional computer font, use no smaller than a 12-point font. If using a non-proportional computer font or typewriter, do not use more than 18 characters to the inch. The instructions on this page are the appropriate font size. **Applications will be rejected if they contain narratives that exceed the page limit; or because a smaller font size or spacing was used making the narrative exceed the equivalent of the limit.** Applicants whose applications have been ruled ineligible will be notified in writing of the reason by US/ED.

Appendices

The font and spacing restrictions imposed on the narrative are not applicable to the appendices.

Each application must include three appendices--

1. **Timeline:** A timeline is relevant to the National Resource Centers Program application only. The timeline must not exceed three pages. The timeline reflects all grant funded program development activities during the three-year grant period. The timeline should represent activities that contribute to strengthening the overall program.

Reference pages in the narrative, when appropriate. Identify activities that are new, or continuing, or ending. Illustrate how costs will be picked up by the institution(s). Use color or shading to illustrate program development, cost sharing, and other strategies for institutionalizing the activities.

If applying as a consortium, clearly identify the institution(s) associated with the activity (ies).

2. Course List: Present the course list on double-sided pages.

The course list must include information for the following three years:

1998-1999 courses and enrollment

1999-2000 courses being offered

2000-2001 courses to be offered

Indicate the number of credits per course. Include information on courses that are cross-listed. Identify courses that will be funded by the grant in 2000-2001.

For courses with less than 100% area or international content, include the percent of area/international content with a notation explaining the percent. Be sure to explain the inclusion of courses from whose titles the area or international content can not be easily discerned. For example, including in a Latin American Studies Course List an International Economics course taught by a Latin Americanist and for which 50% of the readings focus on Latin American case studies.

3. Faculty Biographical Information (Bios): Present two bios per page and double-side the pages in this section. It is helpful if a table of contents precedes the biographical information, to assist the readers in locating a specific bio. You may organize the bios in alphabetical order or by discipline. Include information for all teaching and other professional staff directly involved in the applicant's training program. Please include information about language pedagogy background for language faculty.

Include the following information:

Department and tenure status

Education

Academic experience

Overseas experience

Language(s) with proficiency level indicated (Note: include scale for explanation)

Percent of time dedicated to area/international studies courses

Area/International studies courses taught

Research and teaching specialization

Recent publications

Number of dissertations or theses supervised in past five years

Distinctions

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is 1801-0004. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** International Education and Graduate Programs Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5331.

Guidance on Section 427 of GEPA

Section 427 of the U.S. Department of Education's General Education Provisions Act (GEPA) affects all applicants for discretionary grant awards under the National Resource Center and Foreign Language and Area Studies Fellowships programs. All applicants must include information in their applications to address this new provision in order to receive funding under this program. Section 427 of GEPA was enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects all applicants for discretionary grant awards under the NRC and FLAS programs. All applicants must include information in their applications to address this new provision in order to receive funding.

What Does This Provision Require?

Section 427 requires each institution applying for funds to include in its application a description of the steps the applicant proposes to take to ensure, for students, teachers, and other program beneficiaries with special needs, equitable access to and participation in its Federally-assisted program.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, outreach participants, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Applicants for grants under the National Resource Center and Foreign Language and Area Studies Fellowships programs (84.015) can address this provision in the narrative sections of the application dealing with the selection criteria, *"Quality of Staff Resources"* and *"Impact and Evaluation"* or in the context of any other selection criterion the applicant deems appropriate. However, it is not required that the provision be addressed in the application narrative; a separate narrative describing how the applicant plans to address the provision can be appended to the Federal forms submitted with the application. Please note, however, that the selection criteria should be addressed in full in the narrative.

Section 427 is not intended to duplicate the requirements of civil rights statutes but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program

requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

How Might an Applicant Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to use grant monies to hire additional faculty might describe in its application how it intends to recruit candidates from among traditionally underrepresented groups.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a statewide training program for language teachers and is concerned that teachers from rural or inner-city schools may be less likely to enroll in the course might indicate how it intends to encourage those teachers to participate.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant-supported programs, and we appreciate your cooperation in responding to the requirements of this provision.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

APPLICATION PREPARATION AND SUBMISSION:

- Q. *Our center has received NRC and FLAS grants in the past. Is it appropriate to refer to this in our application?***

Yes, if you think that it will be helpful to the review panel. However, the International Education and Graduate Programs Service (IEGPS) strongly suggests that you refrain from referring to your proposal as an application for "renewal" of your grant. A new competition for grant awards is held every three years. In selecting applications for funding, no preference is given to applicants who have received NRC and FLAS grants in the past. All successful applicants are considered to have competed effectively for new grant awards.

- Q. *What techniques does the U.S. Department of Education (US/ED) consider helpful for presenting to the readers the application narrative and other important information?***

Applicants are advised to address each part of the selection criteria in the application narrative. Cross-references to the application budget and appendices are strongly recommended to facilitate the readers' evaluation.

- Q. *Can an institution apply for funding for both an undergraduate National Resource Center and a FLAS fellowship program?***

Yes. However, the applicant will need to address selection criteria related to the strength of its graduate training in addition to those focusing on the strength of and development plans for the undergraduate curriculum.

- Q. *Are institutions applying for both National Resource Centers and FLAS Fellowship funding permitted a longer page limit that institutions applying for a grant under only one program?***

No. Narrative page limits are: 35 double-spaced pages for single institution applications and 45 double-spaced pages for consortial applications, regardless of whether they are for undergraduate or comprehensive NRC funding or FLAS fellowships or both.

- Q. *Are consortia with more than two members permitted a longer page limit that two-member consortia?***

No. All consortia must comply with the 45 double-spaced page narrative limit.

- Q. *Do we include the budget, forms, and appendices within the page limit?***

Only the narrative and the timeline are subject to page limits. The timeline is limited to three pages.

- Q. *How much money should we request for an NRC grant?***

IEGPS suggest that applicants limit requests to \$225,000 per year for single institution centers and \$250,000 per year for consortial centers. These amounts are guidelines based on the anticipated available funds. Limited funding requests to the suggested amounts allows the readers to evaluate proposals based on a more realistic scope of NRC-funded work.

Q. Can undergraduate students receive FLAS fellowships?

No. Title VI of the Higher Education Act as amended in 1998 specifies that the recipients be students at the graduate level.

Q. Are faculty members eligible to receive FLAS fellowships?

Yes. Faculty members have occasionally received Summer FLAS awards for intensive language study. Please consult your program officer if you plan to use awards for this purpose.

Q. Should we describe in the application our center's "outreach" to people in other countries?

Yes, but not in response to the "Outreach Activities" selection criterion, which asks readers to evaluate the *regional and national impact* of an applicant's activities. To the extent that your center engages in projects which facilitate overseas study and research or professional development opportunities for US-based students and educators, these activities might be relevant in addressing other selection criteria.

Q. How many copies of an application should we submit?

Applicants are required to submit an original application and two copies. The original application remains in a file in the program office and the copies are read by the peer review panel. Because each application is evaluated by three reviewers, the program office would appreciate receiving a total of one original plus three copies.

APPLICATION PROCESSING: (These procedures are described in the Education Department General Administrative Regulations (EDGAR) §75.215-236.)

Q. What happens to my application after it is received in US/ED?

Your application is delivered to the Application Control Center (ACC), the unit authorized to receive grant applications. ACC confirms receipt of an original application and copies and assigns each an identifying number (PR/Award number, e.g., P015A000XXX), and sends the applications to the program office, where applications are screened for eligibility. Applications that are eligible are then assigned to expert panels for the external "peer review" process.

The panels of experts read, score, and rank each eligible application. Program officers then review the readers' comments and rankings and make funding recommendations to US/ED officials. Once recommendations are approved, grant awards are issued if appropriations are available.

Q. What happens to my application if US/ED finds it to be ineligible?

It is not evaluated. Section 75.216 of EDGAR gives US/ED the authority to not evaluate an application if it does not meet the program eligibility criteria or does not otherwise comply with application requirements. An ineligible application is returned to the applicant institution with a letter explaining why it is not being evaluated.

Q. Who evaluated applications submitted into competition?

Each application is evaluated by three area or international studies experts from outside US/ED who represent a variety of disciplines. The experts are required to use the program statute and regulations, the program selection criteria, and any priorities and other requirements that have been published in the *Federal Register* as guidance in

reviewing the applications. The review panels provide written comments and scores to support their judgments about the quality, significance, and impact of the proposed project.

Q. *What criteria do the reviewers use when scoring an application?*

Reviewers score each application using the selection criteria published in the *Federal Register* as part of the program regulations. Reviewers are instructed to use only the published criteria and to base their evaluation strictly on information provided in the application.

Q. *What information does US/ED consider when selecting applications for funding?*

US/ED considers: (1) the information in each application, (2) the rank ordering resulting from the peer review of the applications, and (3) any other information relevant to a criterion, priority, or other requirement that applies to the selection of applications for new grants, including information concerning the applicant's use of funds from a previous award under any US/ED grant program.

Q. *If I am notified by US/ED that my application has been recommended for funding, does that guarantee my grant?*

No. Funding is not official until revised budgets have been successfully completed and a Grant Award Notification has been signed by the authorized US/ED official.

Q. *How long does it take US/ED to complete the review process?*

Most review processes take from six to eight months from the deadline date through the issuance of the signed Grant Award Notification.

PRIORITIES: (Described in EDGAR §75.105(c))

Q. *What is the absolute priority for the FY2000-02 competition?*

There is one absolute priority for NRCs in this competition

- **Absolute Priority: Projects that include teacher training activities.**

Under an absolute priority, the Secretary may select for funding only those applications that meet this priority. Because additional selection points are not awarded to applicants that meet the absolute priority, NRC applicants do not need to address the absolute priority in the application narrative unless it is not readily apparent that the proposal meets it. For instance, it is not necessary that an applicant explain how it meets the absolute priority if it is apparent in the applicant's budget or timeline that training activities for educators will be developed or expanded over the course of the grant cycle.

In the context of the current competition, there is no announced absolute priority for the FLAS Fellowships Program.

Other Priorities

Please note that the application notice for FY2000-02 funding announces no invitational or competitive priorities for both the National Resource Centers and FLAS Fellowships Programs. There is no need for applicants to allocate a minimum of 15% of their budgets for invitational priority activities. There is no need to use asterisks on the budgets. Applicants are encouraged to present a budget that will allow them to carry out appropriate activities for their institutional programs in accordance with the intent of the NRC program.

There is no need for applicants to address in the application narrative the selection criterion related to competitive priorities. For FLAS Fellowships, there is no need for applicants to address under the selection criterion, "Foreign Language and Area Studies Fellowship Awardee Selection Procedures," the subpart about "how the process will result in awards being made to correspond to any announced priorities."

Q. *Our center engages in outreach activities. Does that mean that we have fulfilled the Absolute Priority for National Resource Centers?*

Not necessarily. "Outreach activities" include many projects that are not teacher training. To meet the absolute priority, applicants must include information that demonstrates the existence, development, or expansion of effective teacher training activities.

POST-AWARD ISSUE: (This question relates to EDGAR §75.118 and §75.253.)

Q. *How will decisions about continuation funding be made?*

Grantees are required to complete annual performance reports that describe the projects' accomplishments, evaluations, and budgetary status. These reports play a major role in the determination of continuation funding. Although estimated funding levels for all three years of the grant are established at the time of the initial award notification, the amount of funding you receive in Years 2 and 3 of the grant can increase or decrease depending on: (1) the timely submission of all required report, (2) evidence in the reports that you have made substantial progress toward meeting the original grant objectives, (3) program officers' review and analysis of report data, (4) information from site visits, and (5) the Congressional appropriation of funds for the programs.

Successful applicants will receive instructions for completing performance reports soon after their grants have been awarded.

Application Transmittal Instructions

An application for an award must be mailed or hand delivered by the closing date.

Applications Delivered by Mail

An application sent by mail must be addressed to:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.015
600 Independence Avenue, S.W.
Washington, D.C. 20202-4725

An Application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Applications delivered by Hand/Courier Service

An application that is hand delivered must be taken to:

U.S. Department of Education
Application Control Center
Room 3633
Regional Office Building 3
7th & D Streets, S.W.
Washington, D.C. 20202-4725

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

CHECKLIST FOR APPLICATION PACKAGE

- ☐ Does the application include each of the following?
 - ☐ Cover Page (Standard Form 424 with an original signature of the applicant's authorizing official)
 - ☐ Budget Form (ED 524)
 - ☐ Detailed Budget for each year of the grant
 - ☐ Assurances, Certifications and Disclosure Forms
 - ☐ Abstract
 - ☐ Application Narrative
 - ☐ Appendices: Timeline, Course List, Biographical Information
 - ☐ Information to address the provision specified in Section 427 of GEPA
- ☐ Has a copy of the application been submitted to the State Single Point of Contact, if required?
- ☐ Have you provided your institution's correct DUNS number on the Standard Form 424?

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED FORM 5348, 8 '92

REPLACES ED FORM 5348, 6 '86, WHICH IS OBSOLETE